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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : All Administrative Officers  
FROM : Chief, General Services Branch  
SUBJECT: Agency Telephone Directory

DATE: 15 May 1950

1. This is to advise you that a new CIA Telephone Directory will be distributed on or about 1 July 1950. Preparation of the directory requires new and corrected listings be forwarded to the Acting Chief, Telephone Section, room 335 South Building on or before 1 June 1950.

2. Listings should be prepared in duplicate with names in alphabetical order, room numbers, building, and telephone extension numbers indicated. Only the names of those who are in key positions or who conduct a major portion of their business by phone should be listed.

3. Pertinent information relative to this request may be obtained from this Office.

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